

HEALTH & SAFETY GUIDELINES FOR STUDENTS

1. Introduction

These guidelines are intended to provide students with general information on a variety of safety issues, which may be relevant in connection with their time at Highlands College and in the college premises.

2. Requirements for Highlands College and its Students

Under Jersey law Highlands College has a duty to provide the following for you:

- provision of safe place of work
- provision of safe plant and equipment
- provision of safe systems of work

However the law requires that students also have responsibilities as follows:

- to take *'reasonable care of themselves and other people who may be affected by the way they work'*
- to *'co-operate with the employer/college'*
- not to interfere with safety arrangements provided by the college

It is under these requirements that we ask that you take note of the following must do's whilst in the college.

Mandatory Points:

YOU MUST NOT smoke in any of Highlands College buildings or in its grounds

YOU MUST NOT wedge any doors open

YOU MUST report all accidents (as soon as practicable after the accident) to your Personal Tutor or nearest member of staff

YOU MUST only eat and drink in dedicated areas

You must also ensure that you are familiar with Highlands College fire precautions, procedures and escape routes. (You will be informed of these at the start of term. If you have not been informed then ask your Personal Tutor as soon as possible).

Fire Precautions for Students:

General Fire Precautions

1. If you discover or suspect a fire, raise the alarm by operating the nearest fire alarm point.
2. Contact your Personal Tutor or nearest member of staff and confirm that it is a fire, stating the precise location and any other relevant information.
3. If you do not discover the fire but hear the fire alarm then evacuate the building via the shortest possible route and report to the assembly point for your building (which will have been indicated to you by your Personal Tutor).
4. Should your work activity have caused a false alarm activation, either by breaking the glass in a call point or the activation of an automatic detector through dust or smoke, then contact a member of staff immediately and inform them of the reason.

Notwithstanding that it is a false alarm, you should still evacuate the building.

Before each term:

1. Ensure you are familiar with the route of escape (including the alternative routes) for the area you are studying in, bearing in mind you may be in a basement or similar area where the route may be confined and plant or machinery has to be negotiated.
2. Locate the nearest break glass alarm point and fire exits. If these cannot be found contact your Personal Tutor who will inform you as to the location of these and give detailed instruction of the method to be used in raising the alarm, should the need arise.

General Rules to be followed:

1. Means of escape routes and staircase enclosures should not be obstructed by items or by students.
2. Be careful when using equipment/materials and processes which could:
 - (i) Cause a fire to be started
 - (ii) Increase the severity of a fire. All equipment, or equipment utilising a naked flame is to be switched off or disconnected after use on every occasion.
3. Any use of flammable chemicals or gases is to be only as per the manufacturer's instructions and conditions of use. Flammable materials are to be kept in the correct containers and stored securely when not in use.
4. All cylinders containing flammable gases shall either be stored in an area suitably designed to minimise any risk of combustion or removed from the site each day after use.

For any other information or questions regarding your health and safety please contact your Personal Tutor, a member of staff or the Operations Manager on 608643.